

PAYMENT ACCOUNT SUMMARY

Introduction	<p>This section of the document will show how an authorized user can view the payment account summary for an employer account. The payment account summary provides the previous balance, summary of activity during the quarter specified, and total balance due, for the chosen year/quarter. The user can also make payments and initiate refund requests from this screen.</p> <p>NOTE: If you wish to setup payments using ACH Credit method, please go to www.mass.gov/uima for additional information or contact the DUA.</p>
Helpful Hints	Payments are applied according to the Payment hierarchy.

Step-by-Step Instructions:

1. Navigate to the payment home page, using the instructions in the section - 'Navigating to Payments'.
2. Click on the link 'Payment Account Summary'. The account statement will be displayed along with the payments due for the current quarter (as shown below). The current statement includes balances from all prior quarters. From here you can perform additional actions as described in the subsequent steps.

The screenshot shows the 'Payment Account Summary' page. The left sidebar contains links: 'Change Password | Logoff', 'Employer Home', 'FAQ/Contact Us', 'Workflow - My Inbox', 'Account Maintenance', and 'User Maintenance'. The main content area is titled 'Employer Information' and shows 'Employer Account Number: 10' and 'Employer Name: Employer'. Below this, the 'Statement Period' is set to 'Current Quarter' for the year '2009'. A 'Search' button is present. The 'Account Summary Statement Period: October, November, December (Q4) 2009' is displayed. A list of transactions follows, including 'All Financial Transactions', 'Outstanding Balance', 'Payments Received', 'Other Charges', 'UHI Contributions', 'Interest', and 'Penalties'. The 'Amount Due' is \$578.26. At the bottom, there are 'Previous' and 'Make Payment' buttons. Callouts provide instructions: 'Use the drop-down menu to choose a different year/quarter for which you wish to see the statement. Click 'Search''. 'The clickable links here take the user to a new page where additional details on the item can be viewed.' 'Click here to view quarterly summary.' 'Click here to access Interest Calculator.' 'Click here to make a payment.' and 'If a refund is due, this area will display the link, 'Refund Request'. Click on it to initiate a refund request and follow the prompts.'

Use the drop-down menu to choose a different year/quarter for which you wish to see the statement. Click 'Search'.

The clickable links here take the user to a new page where additional details on the item can be viewed.

Click here to view quarterly summary.

Click here to access Interest Calculator

Click here to make a payment.

If a refund is due, this area will display the link, 'Refund Request'. Click on it to initiate a refund request and follow the prompts.

Item	Amount
All Financial Transactions	
Outstanding Balance	\$1,069.57
Payments Received	\$500.00
Other Charges	\$0.00
UHI Contributions	\$0.00
Interest	\$8.69
Penalties	\$0.00
Amount Due	\$578.26

Credits will be applied to future amounts due.

Previous Make Payment

3. **Viewing Quarterly Summary:** The quarterly summary page can be viewed using the link shown in step two. The page will appear as shown below. This provides a summary view of contributions, payments etc. due for chosen quarter only. The difference from the account summary statement is that it does not include balances due from previous quarters.

[Change Password](#) | [Logout](#)

[Employer Home](#)
[FAQ/Contact Us](#)
[Workflow - My Inbox](#)
[Account Maintenance](#)
[Benefit Charge Activities](#)
[Collections](#)
[Correspondence](#)
[Employment and Wage Detail Reporting](#)
[History](#)
[Payment Information](#)

- Cancel Payments
- Payment Account Summary**
- Search Payments
- Request for 940 Certification
- Request Payment Plan

[User Maintenance](#)

Employer Information
Employer Account Number: 100 Employer Name: Employer

Quarterly Calculations Search
Statement Period: October, November, December (Q4) 2009 [Search](#)

Quarterly Summary
Contributions, Charges, Penalties and Interest

Amount Due	\$0.00
Penalties	\$0.00
Interest	\$0.00

Balance Summary

Quarterly/Monthly Total Amount	\$0.00
Payment Applied	\$0.00
Outstanding Balance	\$0.00

Review your charges or payments via the links to the left.

[Previous](#)

4. **Interest Calculator:** The interest calculator can be accessed as shown in step two. The page will appear as shown below. On this screen, the user will be able to calculate the interest due on all outstanding balances. (Interest cannot be calculated for a past/future quarter for which contribution calculations do not exist already).

[Change Password](#) | [Logout](#)

[Employer Home](#)
[FAQ/Contact Us](#)
[Workflow - My Inbox](#)
[Account Maintenance](#)
[Benefit Charge Activities](#)
[Collections](#)
[Correspondence](#)
[Employment and Wage Detail Reporting](#)
[History](#)
[Payment Information](#)

- Cancel Payments
- Payment Account Summary
- Search Payments
- Request for 940 Certification
- Request Payment Plan

[User Maintenance](#)

Employer Information
Employer Account Number: 100

Future Calculation End Date:

Calculation Details - UI

Year	Month/Quarter	Program	Principal	Interest	Total
2009	Q1	UI	\$96	\$0.03	\$96.03
2009	Q2	UI	\$283	\$0.09	\$283.09
Total:					\$379.12

Calculation Details - WTF

Year	Month/Quarter	Program	Principal	Interest	Total
2009	Q1	WTF	\$60.00	\$0.02	\$60.02
2009	Q2	WTF	\$60.00	\$0.02	\$60.02
Total:					\$120.04

Program Totals

Total Penalties:	\$0.00
Unpaid Interest:	\$79.10
Program Total UI:	\$379.12
Program Total WTF:	\$120.04
Total Liability:	\$578.26

Our records indicate you have not submitted a employment and wage report for

Year	Quarters
2008	2,3,4

The information displayed does not include any potential penalties or future liabilities.

[Make Payment](#)
[Calculate](#)

5. **Making a payment:** The 'Make Payment' screen can be accessed as shown in step two. Upon clicking 'Make Payment', the following screen will appear. On this screen, enter a payment amount and choose the payment method.

Change Password Logoff		* Indicates Required Field	
Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail Reporting History Payment Information Cancel Payments Payment Account Summary Search Payments Request for 940 Certification Request Payment Plan User Maintenance	Employer Information Employer Account Number: 100 Employer Name: Employer		
	<div> <div>1</div> <div>2</div> <div>3</div> </div> <div> <div>Review Balance</div> <div>Select Payment Method</div> <div>Submit Payment Details</div> </div>		
	Payment Method		
	Contributory Employer Due Dates: <div> Quarter 1 - April 30 Quarter 2 - July 31 Quarter 3 - October 31 Quarter 4 - January 31 </div>		
	Reimbursable Employer Due Dates: 31 calendar days from the mailing of the bill If payment is not submitted by the date indicated, you may be subject to interest or penalties.		
	Amount Due: \$578.43		
	Payment Amount: \$578.43		
	Payment Method: ACH Debit		
	If you would like to submit payment by ACH Credit, please contact DUA to obtain the file format.		
	<div>Previous Next</div>		

6. Click 'Next'. If the payment method chosen in the previous step is ACH Debit, continue to the next step, otherwise proceed to step 11 for instructions on making the payment using a paper check.
7. The screen shown below will appear. Enter the bank routing number, account number/type and payment effective date.

Change Password Logoff		* Indicates Required Field	
Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail Reporting History Payment Information Cancel Payments Payment Account Summary Search Payments Request for 940 Certification Request Payment Plan User Maintenance	Employer Information Employer Account Number: 100 Employer Name: Employer		
	<div> <div>1</div> <div>2</div> <div>3</div> </div> <div> <div>Review Balance</div> <div>Select Payment Method</div> <div>Submit Payment Details</div> </div>		
	ACH Payment		
	Contributory Employer Due Dates: <div> Quarter 1 - April 30 Quarter 2 - July 31 Quarter 3 - October 31 Quarter 4 - January 31 </div>		
	Reimbursable Employer Due Dates: 31 calendar days from the mailing of the bill If payment is not submitted by the date indicated, you may be subject to interest or penalties.		
	Amount Due: \$578.43		
	Payment Amount: \$578.43		
	Routing Transit Number: xxxxx8381		
	Bank Account Number: xxxxxxx9123		
	Account Type: Checking Payment Effective Date: 10/7/2009		
Your Routing Transit Number and Bank Account Number are located on the paper checks provided by your bank.			
<div>Previous Next</div>			

8. Click 'Next' to continue. You will be prompted to verify the information entered so far.
9. Click 'Submit' to confirm and the screen shown below will appear along with the payment confirmation number. The payment confirmation number can be used as a reference for future queries/adjustments on the payment.

Change Password Logoff																																													
Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail Reporting History Payment Information <ul style="list-style-type: none"> Cancel Payments Payment Account Summary Search Payments Request for 940 Certification Request Payment Plan User Maintenance	<table border="1"> <tr> <th colspan="2">Employer Information</th> <th>Change Employer</th> <th>Leave Employer</th> </tr> <tr> <td>Employer Account Number: 100</td> <td colspan="3">Employer Name: Employer</td> </tr> <tr> <td colspan="4"> <div> <div>1</div> <div>2</div> <div>3</div> </div> <div> Review Balance Select Payment Method Submit Payment Details </div> </td> </tr> <tr> <th colspan="4">Payment Confirmation</th> </tr> <tr> <td>Employer Name: Employer</td> <td colspan="3">Employer Account Number: 100</td> </tr> <tr> <td>Effective Date: 10/7/2009</td> <td colspan="3">Payment Confirmation #: 500003404</td> </tr> <tr> <td>Transaction Date: 10/7/2009</td> <td colspan="3">Payment Method: ACH Debit</td> </tr> <tr> <td>Transaction Time: 11:17 AM</td> <td colspan="3"></td> </tr> <tr> <td>Remaining Balance: \$0.00</td> <td colspan="3">Total Payment Amount: \$578.43</td> </tr> <tr> <td colspan="4"> Would you like to save this bank information for future payments? <input type="button" value="Yes"/> </td> </tr> <tr> <td colspan="4">If you have a remaining balance you may make another payment by selecting "Make Payment"</td> </tr> </table>	Employer Information		Change Employer	Leave Employer	Employer Account Number: 100	Employer Name: Employer			<div> <div>1</div> <div>2</div> <div>3</div> </div> <div> Review Balance Select Payment Method Submit Payment Details </div>				Payment Confirmation				Employer Name: Employer	Employer Account Number: 100			Effective Date: 10/7/2009	Payment Confirmation #: 500003404			Transaction Date: 10/7/2009	Payment Method: ACH Debit			Transaction Time: 11:17 AM				Remaining Balance: \$0.00	Total Payment Amount: \$578.43			Would you like to save this bank information for future payments? <input type="button" value="Yes"/>				If you have a remaining balance you may make another payment by selecting "Make Payment"			
Employer Information		Change Employer	Leave Employer																																										
Employer Account Number: 100	Employer Name: Employer																																												
<div> <div>1</div> <div>2</div> <div>3</div> </div> <div> Review Balance Select Payment Method Submit Payment Details </div>																																													
Payment Confirmation																																													
Employer Name: Employer	Employer Account Number: 100																																												
Effective Date: 10/7/2009	Payment Confirmation #: 500003404																																												
Transaction Date: 10/7/2009	Payment Method: ACH Debit																																												
Transaction Time: 11:17 AM																																													
Remaining Balance: \$0.00	Total Payment Amount: \$578.43																																												
Would you like to save this bank information for future payments? <input type="button" value="Yes"/>																																													
If you have a remaining balance you may make another payment by selecting "Make Payment"																																													

10. On the above screen, you will be asked if you wish to save the bank information for future transactions. Click 'Yes' to review saved bank data, otherwise, your payment is complete.

11. In order to make a payment by paper check, choose the payment method as 'Paper Check' in step 5 and click 'Next'.

12. The following screen will appear, displaying the voucher to be sent along with the paper check. Read and follow the instructions on the screen for sending the paper check.

Change Password Logoff																													
Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail Reporting History Payment Information <ul style="list-style-type: none"> Cancel Payments Payment Account Summary Search Payments Request for 940 Certification Request Payment Plan User Maintenance	<table border="1"> <tr> <th colspan="2">Employer Information</th> <th>Change Employer</th> <th>Leave Employer</th> </tr> <tr> <td>Employer Account Number: 100</td> <td colspan="3">Employer Name: TEST CORP</td> </tr> <tr> <td colspan="4"> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div> Review Balance Select Payment Method Submit Payment Details Paper Check Payment </div> </td> </tr> <tr> <td colspan="4"> <div> <div>Address: 255 Beacon St. Boston, MA 02116</div> <div> Due Date: 11/2/2009 Payment Amount: \$6,376.00 Make Checks Payable To: Massachusetts Division of Unemployment Assistance Employer Account Number: 10004273 (Must be written on check) Mailing Address: MA Division of Unemployment Assistance, 19 Staniford St., 5th Floor Revenue, Boston, MA 02114 </div> </div> </td> </tr> <tr> <td colspan="4"> <ul style="list-style-type: none"> Paper check payments will be posted to your account when received by the check processing unit. All paper checks must be submitted with a payment voucher in order for your account to be credited in a timely manner. Include one voucher and one check per envelope. Do not staple check to voucher. Do not include additional documents with your payment. DO NOT SEND CASH. Mail the payment no later than five days prior to the due date to ensure timely receipt. Electronic payments can be submitted by logging on to www.detma.org. </td> </tr> <tr> <td colspan="4"> For more information visit our web site at www.detma.org. <input type="checkbox"/> Please check here if you are making a deferral payment. <input type="checkbox"/> Please check here if you are making a Voluntary Contribution. Please sign below and provide a phone number where we may contact you. Print Name _____ Date _____ Signature _____ Phone _____ </td> </tr> <tr> <td colspan="4"> <div>Close</div> </td> </tr> </table>	Employer Information		Change Employer	Leave Employer	Employer Account Number: 100	Employer Name: TEST CORP			<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div> Review Balance Select Payment Method Submit Payment Details Paper Check Payment </div>				<div> <div>Address: 255 Beacon St. Boston, MA 02116</div> <div> Due Date: 11/2/2009 Payment Amount: \$6,376.00 Make Checks Payable To: Massachusetts Division of Unemployment Assistance Employer Account Number: 10004273 (Must be written on check) Mailing Address: MA Division of Unemployment Assistance, 19 Staniford St., 5th Floor Revenue, Boston, MA 02114 </div> </div>				<ul style="list-style-type: none"> Paper check payments will be posted to your account when received by the check processing unit. All paper checks must be submitted with a payment voucher in order for your account to be credited in a timely manner. Include one voucher and one check per envelope. Do not staple check to voucher. Do not include additional documents with your payment. DO NOT SEND CASH. Mail the payment no later than five days prior to the due date to ensure timely receipt. Electronic payments can be submitted by logging on to www.detma.org. 				For more information visit our web site at www.detma.org . <input type="checkbox"/> Please check here if you are making a deferral payment. <input type="checkbox"/> Please check here if you are making a Voluntary Contribution. Please sign below and provide a phone number where we may contact you. Print Name _____ Date _____ Signature _____ Phone _____				<div>Close</div>			
Employer Information		Change Employer	Leave Employer																										
Employer Account Number: 100	Employer Name: TEST CORP																												
<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div> Review Balance Select Payment Method Submit Payment Details Paper Check Payment </div>																													
<div> <div>Address: 255 Beacon St. Boston, MA 02116</div> <div> Due Date: 11/2/2009 Payment Amount: \$6,376.00 Make Checks Payable To: Massachusetts Division of Unemployment Assistance Employer Account Number: 10004273 (Must be written on check) Mailing Address: MA Division of Unemployment Assistance, 19 Staniford St., 5th Floor Revenue, Boston, MA 02114 </div> </div>																													
<ul style="list-style-type: none"> Paper check payments will be posted to your account when received by the check processing unit. All paper checks must be submitted with a payment voucher in order for your account to be credited in a timely manner. Include one voucher and one check per envelope. Do not staple check to voucher. Do not include additional documents with your payment. DO NOT SEND CASH. Mail the payment no later than five days prior to the due date to ensure timely receipt. Electronic payments can be submitted by logging on to www.detma.org. 																													
For more information visit our web site at www.detma.org . <input type="checkbox"/> Please check here if you are making a deferral payment. <input type="checkbox"/> Please check here if you are making a Voluntary Contribution. Please sign below and provide a phone number where we may contact you. Print Name _____ Date _____ Signature _____ Phone _____																													
<div>Close</div>																													

Read instructions here to send payment by paper check.